

COVID-19
Workplace – Medical Surveillance
Program
Standard Operating Procedures

June 2, 2020

Drafted By: SMC Management Team

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	COVID-19 Workplace – Related Medical Surveillance Program	SOP #	Introduction
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SOP Owner	SMC	Introduction	

Introduction

The Stockbridge-Munsee Community is a federally recognized Indian tribe, which means that it is a separate and unique political entity, empowered to make and enforce its own laws, subject to federal or state laws only where Congress has expressly determined that outside laws should apply or where the Courts have so interpreted congressional intent.

Those who are employed by the Stockbridge-Munsee Community need to be aware that a foundational goal of the Stockbridge-Munsee Community is to provide a safe and pleasant working environment for its employees. To meet this goal the Stockbridge-Munsee Community initiates several safety programs.

This document is meant to aid the employer in successfully operating a COVID-19 Workplace-Related Medical Surveillance Program to identify and test for exposures to the COVID-19 virus in order to proactively protect the well-being of its employees during the COVID-19 Pandemic.

This is a “living” document that will continually need to be updated and expanded upon.



	COVID-19 Workplace – Related Medical Surveillance Program	SOP #	Acros & Defs
		Implementation Date	06/02/2020
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SOP Owner	SMC	Acronyms and Definitions	

Acronyms and Definitions

Community Health Department – functioning as a Tribal Public Health Authority
communicable disease control
SMC- Stockbridge-Munsee Community
SMHWC – Stockbridge-Munsee Health and Wellness Center



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SOP Owner	SMC	How to Create/Format and SOP	

How to Create/Format an SOP

1. Purpose

To create Standard Operating Procedures (SOPs) that are consistent and easy to follow. Consistent formatting will ensure employees can easily find what they need within different SOPs.

2. Scope

3. Prerequisites

Each creator should start with the “**Documents: SOP short-form**” template provided. **You are using this form right now.** This has much of the formatting already imbedded.

4. Responsibilities

5. Procedure

1. To create a new SOP page;
 - a. Place your cursor at the bottom of the last page of this SOP document.
 - b. Select the **Layout** tab at the top of the page (5th tab from the left)
 - c. Then select **Breaks** (5th button from the left)
 - d. Then under *Section Breaks*, select **Next Page** creating a **Section Break**

This will act like a Page Break but will also allow for different formatting on the following pages and headers.

2. Copy the “**Standard Operating Procedures**” text template and paste it into the newly created page.

Standard Operating Procedures

1. Purpose
2. Scope
3. Prerequisites
4. Responsibilities
5. Procedure
6. References
7. Definitions

3. Double-Click the **Header** to activate it, opening the **Header & Footer Tools - Design** tab at the top of the screen. Under this, there is a button labeled **Link to Previous**; Click on this button to deactivate it.



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This allows the header on top of this section to be changed separate from all other sections. If you do not deactivate this, any changes to the header will also change the headers of the previous sections.

4. Fill in the appropriate boxes in the Header.
 - a. **SOP #: FR**(Forestry)-**XX**(01=Policy, 02=Procedure, 03=Form)-**XX**(Document Number).**XX**(Revision starting at 00)
 - b. **SOP Owner:** The individual whom drafted the specific SOP
5. With the Headers and Footers still activated, **Click anywhere in the Footer** to move the cursor there. If the Footer is not activated, Double-Click to activate and open the **Header & Footer Tools - Design** tab. Make sure the **Link To Previous** button is selected or do so.

This will keep the Footer and page numbers consistent.

6. Double-Click on the **Text Body** to activate it.
7. Select the **Home** tab, then highlight the Text Heading **“Standard Operating Procedures”** and make sure **Heading 1** is selected in the middle of the **Styles** tool bar. It should be, but if it is not, select it and format the text back to **Verdana, 10pt, Bold**.

This will allow you to create and update the Table of Contents automatically as the document grows.

8. With the **Home** tab still selected, highlight the rest of the body of text and make sure **Normal** is selected in the middle of the **Styles** tool bar. If not select it and fix the text formatting; **Verdana, 10pt, Bold & Underline labels, and Regular text body**.

This makes sure this text is not used when updating the Table of Contents.

9. Fill out the form according to: **FR-02-02.00 - How to Write an SOP**

10. To update the **Table of Contents**;

- a. Right-Click on the body of the **Table of Contents**
- b. Select **“Update Field”**
- c. Select **“Update entire table”** and Click **“OK”**

This will add the new heading and update the page numbers in the Table of Contents

11. Repeat for additional SOPs.



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6. ***References*** _____

7. ***Definitions*** _____



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How to Write an SOP

1. **Purpose**

To provide easy to follow instructions on how to create a Standard Operating Procedure (SOP). The SOPs will be compiled to create the operations manual for the Forestry Department.

2. **Scope**

All SOPs created for the Department.

3. **Prerequisites**

The creator should be knowledgeable and experienced in the tasks associated with the SOP.

4. **Responsibilities**

The creator should consult other department's policies and operations manuals to ensure accuracy and consistency across all Tribal departments.

It may be possible to copy or cite another department's SOP to save time and ensure consistency. Do this whenever possible!

5. **Procedure**

Fill Out This Form.

6. **References**

Documents: SOP short-form

7. **Definitions**



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SOP Owner	SMC	Daily Health Screening	

Daily Health Screening Procedure

1. Purpose

To prevent the spread of COVID-19 within the workplace the Stockbridge-Munsee Community has initiated a COVID-19 Workplace-Related Medical Surveillance Program that includes screening and testing (Program).

2. Scope

As part of the Program, Health Screeners will be tasked with taking employee's temperatures and completing an initial health questionnaire of designated employees prior to them entering the workplace.

3. Prerequisites

4. Responsibilities

Health Screeners will take employees temperatures, complete a health questionnaire and confirm daily by inputting information into Microsoft Teams. Health Screeners are responsible to send employees home with instruction for them to contact Occupational Health should the employees fail to meet acceptable safety measures. Occupational Health will work with HR to notify the employee's supervisor as soon as possible when this situation occurs.

5. Procedure

1. **Health Screeners** will complete a health screening on employees prior to them entering their workplace.
2. Health Screening process:
 - a. Screener to take each employees temperature using the identified thermometer.
 - i. If temperatures reads under 100 degrees, the employee is asked the Health screening Questions.
 1. Do you have new/worsening cough? (Y/N)
 2. Do you have new/worsening shortness of breath? (Y/N)
 3. Do you have a sore throat?
 4. Do you have any unexplainable muscle pain?
 5. Have you had any loss of taste or smell?
 6. Any contact with a person who has COVID-19 or is suspected?
 - b. When an employee's temperatures reads over 100 degrees, the employee is asked to wait in an isolated area for 5-10 minutes and complete a second temperature reading.



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- c. If the temperature reads under 100 degrees, the health screener completes the Health Questions 1-6 above.
- d. If the temperature reads over 100 degrees or higher again
 - i. The Health Screener instructs the employee to go home immediately.
 - ii. The employee is informed to contact Occupational Health as soon as possible.
 - iii. The Health Screener shall notify Occupational Health with the name of the employee that was sent home.
 - iv. Occupational Health/Human Resources informs the employee’s supervisor as soon as possible.

4. If the employee answers yes to two or more of the Health screening questions the Health Screener will send the employee home with instructions to call Occupational Health.

Chart all temperatures, answers and actions in Microsoft Teams.

5. The SMC and screeners will maintain the confidentiality of information collected except for use with the Program.

6. References

The CDC and OSHA have released guidance recommending that employers implement health screenings for employees to limit the spread of COVID-19.

7. Definitions



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SOP Owner	SMC	Occupational Health	

Occupational Health Procedure

1. Purpose

To prevent the spread of COVID-19 within the workplace the Stockbridge-Munsee Community has initiated a COVID-19 Workplace-Related Medical Surveillance Program that includes screening and testing (Program).

2. Scope

Occupational Health assess employees who have been referred by the Health Screeners, become knowledgeable of a 1st Level (Direct Contact), 2nd Level Direct Contact, or 3rd Level Contact to an individual who has a confirmed case of COVID19.

3. Prerequisites

4. Responsibilities

Occupational Health is tasked with assessing employees who have been referred by the Health Screeners, self-referred, or informed by other employees to determine if and what level of exposure could exist related to a confirmed COVID-19 individual. Occupational Health is responsible for referring employees to Community Health with employee's name for 1st and 2nd Level Contacts if the employee has COVID-19 symptoms and/or has reported possible exposure. They are also responsible for informing the employees that they are being referred to Community Health. Occupational Health will share all information obtained by the employee with Community Health. If Occupational Health has direct communication with a 3rd level contact employee, they shall provide guidance and best practice to employees on self-monitoring, social distancing, proper handwashing and wearing of facemasks. Employees interested in voluntary testing for COVID-19 shall be referred to Community Health for further follow up. Occupational Health is responsible for informing the employee's immediate supervisor of the employee's work status in relationship to the COVID-19 screening. Occupational Health will inform the HR manager or director upon receiving clearance for all employees to return to work status notifications from Community Health.

5. Procedure

1. Upon initial intake or contact, Occupational Health shall conduct additional health assessments to determine if the employee requires a referral to Community Health or if they can return to work based on the possible level of exposure.
2. If the employee requires a referral to the Community Health, Occupational Health will call Community Health with the employee's name and contact information as soon as possible.



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3. Occupational Health staff shall provide all pertinent information gathered to Community Health.

4. If after the assessment, Occupational Health deems there to be significant risk of the employee being in the workplace, the employee may need to be sent home based on the situation.

5. Occupational Health shall inform the HR Manager or Director immediately of any employee sent home. HR will inform management and supervisory personnel.

6. Upon receiving confirmation from Community Health of return to work status for all employees, Occupational Health will inform the respective HR Manager or Director. HR will inform the management and supervisor of return to work status for all employees.

6. References

A. Public health activities are authorized by law (Section 26A.4), so employee information can be shared with Community Health as necessary for public health and as part of the SMC's Program (Section 53.3 (J)).

B. Community Health can share test results and return to work status with Occupational Health for persons referred as part of Program (45 CFR 164.512 (b)(1)(v)).

7. Definitions

1st Level (Direct Contact) is defined as:

- Individual (Person A) is within 6 feet for 10+ minutes of someone (Patient X) who was:
 - clearly sick
 - had symptoms of COVID, or
 - was diagnosed/tested positive of COVID.

2nd Level (Indirect Contact) is defined as:

- Individual (Person A) had prolonged contact with someone (Person B) who had direct contact with an individual with a confirmed COVID case (Patient X) (aka 2nd direct).
 - Example: A lives in same household with B. B had direct contact with X who tested positive for COVID (2nd person removed from actual contact)

3rd level (Indirect and 3 or more people removed from actual contact):

- Individual (Person A) had contact with someone 3 or more people (Persons C, D, etc.) removed from actual COVID positive individual (Patient X).
 - Example: A had direct contact with B. B had direct contact with C. Person C had the direct contact with Patient X.
- Individual may have been in area of someone with confirmed case but no confirmed contact or limited information



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- Example: A person visits a gas station for a brief moment in time but has insignificant contact with anyone or is only in the area for a short amount of time.



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SOP Owner	SMC	Human Resources	

Human Resources Procedure

1. Purpose

To prevent the spread of COVID-19 within the workplace the Stockbridge-Munsee Community has initiated a COVID-19 Workplace-Related Medical Surveillance Program (Program).

2. Scope

The Human Resources Department will receive and disperse information regarding an employee's ability to return to or be absence from work to the employee's immediate supervisor.

3. Prerequisites

4. Responsibilities

Human Resources will ensure clear and established guidelines are in effect for the Tribe's health screening process and in compliance with recommendations of SMHWC and other agencies who provide employers on best practices.

HR will be responsible for ensuring clear guidelines are established for the roles and responsibilities for all Occupational Health staff.

HR will be responsible for identifying and addressing service inefficiencies with Occupational Health and correcting any gaps of service provided to the employer aspect of the Tribe. HR will be responsible for ensuring proper protocols are in place based on identified employer best practices were applicable.

Human Resources will ensure Tribal and Casino management remain informed of employee issues as it relates to availability during the COVID health emergency and will assist in the communication process between Occupational Health and management teams.

5. Procedure

1. Upon notification of an employee's inability to report to work, HR will communicate such information to the respective management to ensure the employer is informed in a timely manner.
2. HR will collectively work with the SMHWC Director, Tribal Administrator and others to establish clear procedural guidelines to create clear roles and responsibilities and will work to address any breakdowns in processing or communication barriers.



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3. Human Resources will post COVID-19 Workplace-Related Medical Surveillance Program notices at designated posting areas and site.

6. ***References*** _____

7. ***Definitions*** _____



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SOP Owner	SMC	Community Health	

Community Health Procedure

1. Purpose

To prevent the spread of COVID-19 within the workplace the Stockbridge-Munsee Community has initiated a COVID-19 Workplace-Related Medical Surveillance Program (Program).

2. Scope

The Community Health is considered as and as the same responsibilities as a tribal public health authority in relation to the control of communicable disease. Community Health receives and manages the health information of all employees who are referred by Occupational Health Department for COVID-19 testing as part of the Program, determines when COVID-19 tests should be performed, schedules testing, provides information to the Occupational Health Department for persons referred by occupational health, conducts contact tracing, and provides all information on positive cases to the Stockbridge-Munsee Health & Wellness Center’s Medical Director.

3. Prerequisites

4. Responsibilities

The Health Director delegates to Community Health the day-to-day operational responsibility for public health activities including investigation such as contact tracing and monitoring as established under Chapter 26A for Stockbridge-Munsee Tribal Law.

Community Health is responsible for receiving and screening all employee referrals from Occupational Health. Including receiving all available information about contacts and timelines of contacts.

Community Health will coordinate with the SMHWC Medical Department to determine when COVID-19 testing should be performed and to schedule testing times for 1st and 2nd level contacts. Community Health will schedule testing for level 3 contacts who wish to be tested.

Community Health will provide Occupational Health information on employees who are on isolation or quarantine and will notify the employee of their test results

Community Health is responsible to insure the employee receives a physician’s excuse to provide to the Occupational Health Department and to provide a copy of the excuse to Occupational Health Department.



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5. Procedure

- 1, Upon notification of an Employee Referral from Occupational Health, the Community Health Department will contact the employee to obtain information about symptoms, health status, and if applicable, the timeframe that an employee was in contact with a 1st or 2nd level contact.
2. Inform the employee and provide detailed instruction to the employee regarding self-isolation.
- 3 Arrange for a Physician order to perform COVID-19 testing and schedule a testing date and time.
4. Provide detailed instruction to the employee when the COVID-19 test is scheduled and when the employee can expect the test results.
5. If test results are positive:
 - a) Conduct contact tracing to determine if additional people may need to be put on isolation or testing. If additional employees need to be tested, occupational health will contact the additional employees, but may be limited on what information can be shared to occupational health.
 - b) Provide positive test results to the SMHWC Director.
6. Receive and fax a copy of the physician's excuse to the Occupational Health Department.
7. Contact the employee of the test results.
8. Obtain a release to work slip for the employee; fax a copy to the Occupational Health Department in the same day.
9. Fax a copy of the return to work to the Occupational Health Department the same day received by the Medical Department.
10. Provide an updated listing of employees on isolation who are waiting for a COVID-19 test or waiting for results to the Occupational Health Department.

6. References

- A. Public health activities related to communicable disease are a permitted use of employee and health information under law (Section 26A.4 (B), 45 CFR 164.512 (b)).
- B. Information that is part of a workplace-related medical surveillance program can be shared with an employer (45 CFR 164.512 (b)(1)(v)(B)).

7. Definitions



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SOP Owner	SMC	SMHWC Medical Department	

Stockbridge-Munsee Health and Wellness Center’s (SMHWC) Medical Department Procedure

1. Purpose

To prevent the spread of COVID-19 within the workplace the Stockbridge-Munsee Community has initiated a COVID-19 Workplace-Related Medical Surveillance Program (Program).

2. Scope

The SMHWC’s Medical Department will provide a Physician’s Order to complete COVID-19 Testing and provide professional guidance on when to test and what testing is appropriate.

3. Prerequisites

4. Responsibilities

Provide direction on testing time based on exposure, determine which testing is appropriate, place an order for COVID-19 testing, provide employees with an absence from work slip and a return to work slip. Reporting test results to tribal and county public health authorities.

5. Procedure

1. Upon receipt of a referral from Community Health for COVID-19 testing, Medical will determine the appropriate time to perform COVID-19 testing, and which test to be performed.
2. The SMWHC’s Medical Department will place an order to complete a COVID-19 test.
3. The SMWHC’s Medical Department will complete the COVID-19 Testing.
4. The SMWHC’s Medical Department will provide the employee with a Notice of COVID-19 Workplace-Related Medical Surveillance Program.
5. The SMWHC’s Medical Department will provide the employee with an absence from work slip, when appropriate.
- 6 The SMWHC’s Medical Department will provide the employee with a return to work slip, when appropriate
7. The SMHWC’s Medical Department will share COVID-19 status information with Community Health and the SMHWC Director.
8. The SMHWC’s Medical Department will also report COVID-19 status information to Shawano County public health authority, unless already reported through testing laboratory.



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6. References

- A. Tribal law provides for sharing of information as part of public health activities under Section 26A.4.
- B. HIPAA authorizes the release of information to public health authorities under 45 CFR 164.512 (b)(1)(iv).
- C. Wisconsin law requires reporting of communicable disease under Section 252.05, Wis. Stat.

7. Definitions



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SOP Owner	SMC	SMHWC Director	

SMHWC Director Procedures

1. Purpose

To prevent the spread of COVID-19 within the workplace the Stockbridge-Munsee Community has initiated a COVID-19 Workplace-Related Medical Surveillance Program (Program).

2. Scope

The SMHWC Director will receive COVID-19 testing results and issue quarantine orders for those who test positive and live on tribal lands.

3. Prerequisites

4. Responsibilities

The SMHWC Director is responsible for issuing isolation and/or quarantine orders for persons with communicable diseases to protect the public under Chapter 26A. The Director will share this information with Tribal Council President as required by Chapter 26A.

5. Procedure

1. Upon notification of a positive COVID-19 test result, the SMHWC Director will issue a quarantine order for the individual and household, if applicable.
2. Inform Tribal Council President.
3. Notify the SMC Police department to serve the quarantine order notice.
4. Inform Community Health Department to update the quarantine list.
5. Inform Community Health Department to perform contact tracing and order testing of anyone found to have 1st level or 2nd level contact with the individual who tested positive.
6. Work with SMC Police to ensure compliance with quarantine order and, in the event of violation, can request issuance of citation.

6. References

- Section 26A.4 (A) for authority to issue order.
- Section 26A.4 (E) for enforcement authority.
- Section 26A.4 (H) for requirement to notify Tribal President.

7. Definitions



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SOP Owner		COVID-19 Workplace-Related Medical Surveillance Program Employee Notice	

COVID-19 Workplace-Related Medical Surveillance Program

The Stockbridge-Munsee Community has established a workplace-related medical surveillance program to identify people who may be infected or exposed to COVID-19, a communicable disease, in order to limit impacts to the workplace.

- If you are suspected of having or being exposed to COVID-19, you will be referred to the Stockbridge-Munsee Health and Wellness Center for assessment and testing as necessary.
- You also are referred for assessment and testing if you were identified as being in contact with someone who tests positive (either directly or, in some instances, indirectly) as part of contact tracing.

As these referrals are part of an employer testing program, the Stockbridge-Munsee Health and Wellness Center shares your test status and related isolation/quarantine status with the Stockbridge-Munsee Community Occupational Health Department and/or Human Resources Department as your employer.



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SOP Owner		COVID-19 Workplace-Related Medical Surveillance Program Public Notice	

COVID-19 Workplace-Related Medical Surveillance Program

The Stockbridge-Munsee Community has established a workplace-related medical surveillance program to identify people who may be infected or exposed to COVID-19, a communicable disease, in order to limit impacts to the workplace.

- If you are suspected of having or being exposed to COVID-19, you will be referred to the Stockbridge-Munsee Health and Wellness Center for assessment and testing as necessary.
- You also are referred for assessment and testing if you were identified as being in contact with someone who tests positive (either directly or, in some instances, indirectly) as part of contact tracing.

As these referrals are part of an employer testing program, the Stockbridge-Munsee Health and Wellness Center shares your test status and related isolation/quarantine status with the Stockbridge-Munsee Community Occupational Health Department and/or Human Resources Department as your employer.



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SOP Owner		COVID-19 Workplace-Related Medical Surveillance Program Scripting for Potential Employee Exposures	

COVID-19 Scripting for Potential Employee Exposures

Occupational Health

You have been referred to Occupational health for further COVID-19 screening because you either had a temperature of 100 degrees or higher or answered yes to one of the COVID-19 screening questions. Occupational Health will review the details of your situation so that an assessment of the risk of you having COVID-19 can be made. If necessary, you may be referred to Community Health at the SMHWC for COVID-19 testing.

If cleared – The review of your health situation has been conducted and it is determined that your risk of having COVID-19 is low or not likely. You can return to work as normally scheduled. Please continue to practice social distancing, wearing a mask that covers your nose and mouth when around others, and frequently wash your hands. If you experience a change in your health and start to experience symptoms of a respiratory illness (Coughing, trouble breathing, sore throat, loss of taste or smell, or develop a fever) please inform occupational health immediately.

If sent to Community Health – The review of your health situation has been conducted and it is determined that you risk of having COVID-19 is elevated. You are being referred to the SMHWC Community Health department. Occupational Health will send your information to the SMHWC Community Health. Community Health will contact you to review your symptoms and may perform COVID-19 testing. Community Health will coordinate with the medical department at the SMHWC to provide you information as to when you can return to work. Community Health will also provide this information to occupational health. You will be required to provide clearance from either the SMHWC or your medical provider before returning to work. While you are waiting for to be cleared to return to work, isolate yourself at home. Limit any of your travel outside of the home to those trips that are absolutely necessary for food and supplies. Wear a mask when making those trips and limit your exposure to others in your household. Monitor your symptoms. If symptoms become severe or life-threatening call 911 or go to the Emergency Room.

Community Health

Occupational Health has referred to the SMHWC Community Health department due to an elevated concern that you may have been exposed to COVID-19. The Community Health will like to ask you some additional questions to better understand your risks for having COVID-19 and what other individuals you may have been in contact with. It is important that you provide



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us a complete answer on your interactions so that Community Health can help stop the spread of COVID-19.

(Community Health will ask diagnosing questions to determine when to test for COVID-19. If determined that contact tracing is needed, Community Health will ask the appropriate questions to trace the contacts)



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SOP Owner		COVID-19 Workplace-Related Medical Surveillance Program Screening Questions	

QUESTIONS TO ASK EMPLOYEES PRIOR TO STARTING WORK

(People with the following symptoms or combinations of symptoms may have COVID-19)

Cough
Shortness of breath or difficulty in breathing

OR AT LEAST TWO OF THESE SYMPTOMS:

Fever
Chills
Repeated Shaking with Chills
Muscle Pain
Sore Throat
New Loss of Taste or Smell

Have you been in close contact with anyone with a suspected or confirmed case of the COVID-19 Virus? If yes, how long ago?

Have you recently traveled from an area with widespread or ongoing community spread of the COVID-19 Virus?

Any questions or concerns please all:

Peggy Benes R.N. Occupational Health Nurse (715) 787-2547) or

Joleen Kroening, Occupational Health Aide (715) 793-5105



	COVID-19 Workplace – Related Medical Surveillance Program	SOP #	
		Implementation Date	06/02/2020
		Last Reviewed/Update Date	06/02/2020
Page #	22	Approval	
SOP Owner		Standard Operations Procedures - Blank	

Standard Operating Procedures - Blank

1. ***Purpose*** _____
2. ***Scope*** _____
3. ***Prerequisites*** _____
4. ***Responsibilities*** _____
5. ***Procedure*** _____
6. ***References*** _____
7. ***Definitions*** _____



	COVID-19 Workplace – Related Medical Surveillance Program	SOP #	
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	COVID-19 Workplace Testing Program	SOP #	
		Implementation Date	06/02/2020
		Last Reviewed/Update Date	06/02/2020
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SOP Owner	SMC	Standard Operating Procedures - Blank	

Standard Operating Procedures - Blank

1. ***Purpose*** _____
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